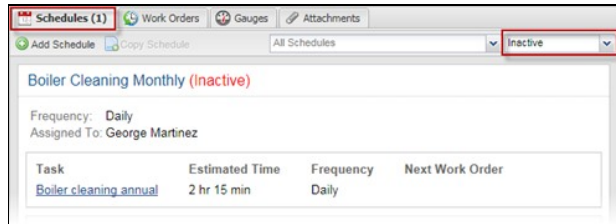


Reactivating a Schedule

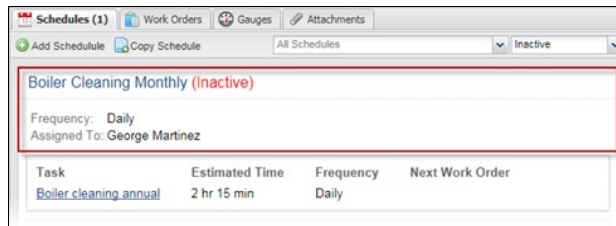
Reactivating a Schedule:

If a schedule was deactivated in error, or if a previously deactivated schedule is needed, it is possible to reactivate the schedule. This allows the schedule to once again dispatch work orders.

1. Schedules are reactivated from the equipment details screen. If not already viewing the equipment details, locate it in the Equipment list. To see deactivated schedules, in the Schedule tab's filter drop-down settings to display inactive schedules.



2. Once the schedule card that needs to be edited has been located, click on the top section of the schedule card.



3. An Edit Schedule window will open. At the bottom-left of this window, click **Activate**. The schedule is now reactivated.

